

Joint Capital Planning Committee (JCPC)
January 25, 2018

Call to order at 8:33 am

Members Attending

Tamson Ely
Phoebe Hazzard
Bernie Kubiak
Connie Kruger
Alex Lefebvre
Andrew Steinberg
Marylou Theilman

Amherst Police Department

Scott Livingstone
Ron Young

Staff

Claire McGinnis
Paul Bockelman
Anthony Delaney
Dave Ziomek

Jones Library

George Hicks
Bob Pam
Sharon Sharpy

Documents:

JCPC Agenda

JCPC Meeting Minutes March 23, 2017

Departmental Capital Request Summary FY 19-28 - Police Department

Images of Portable Speed Monitoring Signs

The Jones Library, Inc. Ten-Year Capital Plan, Approved November 9, 2017; Updated 1-22-18

Individual Capital Project Requests Form 2

Connie Kruger was elected Chair by unanimous voice vote.

Paul Bockelman noted that there are more requests than money for FY 19. He and Claire are working with the department heads to narrow their requests to just the essentials. They are trying to carve out as much money as possible for roads, crosswalks, and sidewalks. We have invested a lot in rolling stock and some things can be put off. The new Facilities Director is still assessing buildings and facilities maintenance needs but expect to see more building request and the focus to shift in the next few years.

Reviewed recommendations made by prior year's JCPC committee:

- Moving from a 5 year capital plan to a 10 year horizon - this was implemented
- Changing the minimum threshold cost of a capital project from \$5,000 to \$10,000 (some success but many not have started this discussion soon enough to get requests out of capital budgets and into operating budgets, may take some time to shift)
- The minimum expenditure for debt financing \$100,000

Police Department Requests

Chief Livingstone presented capital requests for the Police Department stating that they have been conservative in their requests. He also noted that trying to keep request over \$10,000 is difficult and some requests did not meet the threshold.

Annual request for new police cruisers to replace existing vehicles in excess of 100,000 miles. Annual request each year for 3 vehicles. Just made a purchase for \$41,000. Typically the cost for each cruiser is between \$38,000 and \$41,000.

FY 21 reflects replacement of the 3 cruisers plus 1 unmarked car. Every 4th year includes an administrative vehicle. Usually buys SUV, AWD, Ford. Vehicles come fully equipped with lights, radio, etc.

New request for the purchase of Firearms Training Steel Target System. Three times a year there is a state mandate for qualification on firearm training both for day and night time. Currently use a paper target on a wood post. Expend about \$500-\$700 annually to replace. A steel system is a wish list item but it would not deteriorate, never needs replacement, is very low maintenance, and would pay for itself.

The radio system (cruiser radios and portable radios and upgrade of entire system) has been completely replaced. The police department is set for the next 20 years.

Purchase of 3 in-car radar units to replace units that are 20-25 years old at a total cost of \$13,000 split \$6,500 in FY 18 and \$6,500 in FY 19. These are dash mounted and capable of reading speeds while stationary or moving.

Purchase of 3 portable breathalyzers at a total cost of \$5,000 split between FY 18 and FY19. The state used to provide at no cost, but stopped providing to the department two years ago. Portable breathalyzers are about the size of a cellphone and necessary in court.

Request for 2 portable speed monitoring signs at a total cost of \$4,830 each. This request is in response to a lot of citizen requests for more patrol cars and/or radar patrols on streets. They are not capable of being there all the times wanted. The speed monitoring signs are pole mounted and can record data. This data is used when presenting a request before the Select Board to request reduction in speed limits. It was asked if the data reflects the majority of people are speeding, then what happens? It was explained that the signs are used primarily for the collection of data to support requests for reduction of speed limits. Question if the poles are permanent? They have two poles that are stationary but the signs can be moved. Can be mounted on a telephone pole, etc. Question about incidents of vandalism to these signs? To date, have not had any reports of vandalism.

Question to Chief Livingstone about what is on the horizon? In-car video systems are important for evidentiary hearings. Portable breathalyzers, in-field requests make job easier but are not required.

Purchase of 2 patrol bicycles at a cost of \$2,500 each to replace bicycles that range in age from 7 to 20 years old. Have 20 bikes but realistically only 6 get ridden. The other bikes are primarily cannibalized to keep the bikes being used in working order. Discussion regarding bicycle requests and how it should be handled in the future relative to the \$10,000 threshold. There were prior discussion with Sandy Pooler regarding making one consolidated request with sub-

categories to break things out. Would make request for totality of bike request and then spend as needed.

Last year JCPC discussed value threshold, durable life, repeating nature of request. Perhaps look at if durable life of less than 4 years (i.e. police cruisers) should it be operating budget rather than capital budget.

Chief Livingstone commented that now that the radio systems have been replaced, on a going forward basis their requests are likely to all be small ticket items.

Question if there are changes to policing that will have an impact specific to capital requests? Difficult to say. Training and recruitment are the primary focus. Making sure to hire the right people, train them properly, and make sure they have continued training.

Discussion about cameras and body cameras? Amherst was one of the first departments in MA to adopt cameras in vehicles and for bookings 30 years ago. The biggest cost with body cameras is the data storage. Gave an example of a city using body cameras and their annual budget for storage is between \$1.2M and \$1.5M

Jones Library Requests

Andy Steinberg disclosed that his wife is a part time employee at the North Amherst Library and that he would listen but would not participate in Library budget discussions.

There is only one FY 19 request for \$10,000 for library repairs/maintenance. This request is modeled after what Ron Bohonowicz has done in the past with the schools and town buildings. It is a preemptory request for repairs that might be needed throughout the year to avoid an emergency request. If the library has more than one emergency repair, they would be unable to handle it inside the budget. If the \$10,000 sum is not used it would be carried over into the next year. Sharon spoke with Paul Bockelman about his preference for emergency fund request; plan ahead or request as needed.

FY18 has been updated to reflect \$50,000 for the North Amherst Library study that was passed in Town Meeting. The library will continue with the planning process for the North Amherst Library that was scheduled to be completed this year. The planning process will include community feedback and will determine the program needs for the library. The best case scenario is that the results of this study would align with the design work already being done through the citizen petition. If it does not align, the library will need to request funds to conduct another feasibility study based on the actual program needs of the North Amherst Library.

The Town is running with the North Amherst Library request because Town owns the building. The proposals for the study were due yesterday. 5 proposals have been received but have not yet been opened as they are under seal until the committee meets. There are 5 people on the committee. The first meeting is scheduled for Monday. Expect there will be 2-3 meetings to complete the work. The Town Manager will evaluate the proposals based on price.

Question about the role of the library in this process? The RFP is to conduct a feasibility study. Once the study is completed then need to decide the next steps and whether to implement. In favor of handicapped accessibility with a bathroom but there are parts of the warrant article that request changes to the library that may not be needed. The committee membership reviewing the proposal is Maggie Spiegel, Alex Lefebvre, Dave Ziomek, Guilford Morning, and Pat Holland. Concern was expressed that a feasibility study without first having a building program is atypical sequencing. Question about the potential cost of the work to be done? Between \$500,000 to \$2,000,000 are early estimates for what is proposed, but these numbers are very preliminary. Would like to spend the \$50,000 in a way that is useful in the long term.

Expect the process for the North Amherst Library study to take a week for conducting interviews once the firms are selected and another week for contract negotiations. Believe that Spring Town Meeting is a very ambitious schedule because of the laws in place around procurement. The timeline for this study has been very aggressive and Town has moved incredibly fast.

Question if the North Amherst Library was in prior budgets? Yes but not with numbers. The work for the library has been waiting on the purchase of the land and the intersection. The North Amherst Library was made part of the Library Director's goals for the year.

Question if we can reflect the line item in the budget as a Town Meeting initiative so it is clear when looking back to see where requests originated?

In the FY 20 year there is a line item for feasibility study. Should this be labeled as something else? Also, would like to see some placeholders. Concern is that the numbers are unknown.

Question if the \$10k should be categorized as an emergency fund or maybe preventive?

\$40,000 request in FY 20 for a truck with a plow. Currently the library has a van for book deliveries. The library needs something other than the van as they have to pay to have plowing done (about \$4k per year) and the van also gets used for brush removal, moving furniture, etc. Would be better to have a truck that is better suited to doing all of the various work and eliminate the cost of plowing. The van has about 60,000 miles and is still in good shape. Would offer it to town as a surplus vehicle. Looking to replace the van with a truck, not to have a second vehicle.

There have been discussions in the past about having DPW take on the plowing function. Don't doubt the need for a vehicle but we should be coordinating the plowing.

Question about Deferred Maintenance reflecting \$10.7M and TBD which makes it difficult for JCPC to plan around? The chart shows two scenarios; if the renovation is approved and an estimate of costs if it is not. Don't know the actual repair costs because an architect is needed to determine the full scope of work to be done if we don't move forward with the renovation. Some costs may be covered by CPAC. The three items listed as Department Priority 1 will be part of the larger project if the renovation is approved.

Mechanical systems all have scheduled maintenance but you never know when something will break down.

Discussion about the importance of increased communication between JCPC and CPAC. Friends of NAL put in a \$50k request to CPAC to get the bathrooms going. Would request suggestions from Claire and Dave on how best to coordinate with CPAC.

Sharon expressed concern about the \$10,000 threshold for capital requests. Don't need often but there have been situations, for example there was a \$4,000 snow-blower request made in the past. The Library didn't have the money and it was a capital item. Would want to be able to make these requests if necessary.

Discussion regarding JCPC suggested guidelines and status of summary.

Claire stated that she and Paul are still working with department heads to make sure the requests are narrowed to the essentials. She is still working on the summary but they expect about the typical number of a \$400,000 deficit.

Question if the letter of suggestions from last year's JCPC went to Finance Committee? The letter went to Sonia Aldrich. By the time the meetings happened Finance Committee was essentially wrapped up so have not met yet to discuss the suggested changes.

Concern expressed about the loss of transparency if the \$5,000 threshold for capital requests is increased to \$10,000. Comment that \$5,000 was set so long ago that it does not really reflect the same amount in current dollars. It also reflects the need for department heads to focus on placing items in their operating budgets rather than their capital budgets. Would like to make an effort to try to implement the higher threshold. Alternatively, we could look at a threshold of \$10,000 or the item will last over 5 years.

Question if the department heads have already worked out their operating budgets how will Paul and Claire get requests that no longer belong under this criteria out of their capital budgets? Will look to have them prioritize and push to FY20 if they can. May have some exceptions this year.

MOTION: To approve the minutes of March 23, 2017. Approved 5-0-2 abstentions by new members not present on that day.

Meeting adjourned at 10:03 am.

Minutes submitted by Alex Lefebvre